

Rules for the Use of CDK Facilities

(As revised by the Board – March and April 2008)

CDK CLUBHOUSE RULES

The Club's primary purpose is to provide social and recreational events for its members. All members are encouraging to participate. To preserve the usefulness and to keep maintenance costs at a minimum level, the following rules have been established for the use of the Club Duck Key clubhouse. The clubhouse belongs to all the members and the care shown in using the facility will keep dues at affordable levels.

- **GUESTS/PROSPECTIVE MEMBERS:** The primary purpose of introducing visitors to the Club is to encourage membership. Anyone who is eligible to join the club may use the facility as may be approved by the Board of Directors. Such potential member shall be accompanied by a Club Member.

- **RENTAL POLICY:** The Club facilities will not be rented to any outside organizations. The Club facilities shall not be used in connection with civic, political or religious groups or similar activities, except as may be approved by the Board. Exception: Annual meeting of Duck Key Property Owners Association (DKPOA) can be held on Club premises, subject to Board approval and subject to DKPOA paying rental fees and obtaining required insurance coverage if alcoholic beverages are to be served. (Adopted May 5, 2006) ***(Complete details of the Club Duck Key Rental Policy are contained in a separate document.)***

- **MEMBERS RENTAL POLICY:** Proposed date for any event must first be cleared through the Social Committee Chair to insure there are no conflicts with already scheduled events. Club facilities may be rented for personal use for events such as wedding receptions, birthday or anniversary celebrations only after Board approval is obtained. Club facilities must be rented only for the Member's personal use and not as a sponsor for an outside group or individual.

MEMBERS MUST BE PRESENT AT ALL TIMES DURING THE EVENT AND MUST CLEAN PREMISES. GUESTS RESTRICTED TO CLUBHOUSE AND POOL AREAS. CHILDREN MUST STAY OFF TENNIS COURTS.

FEE SCHEDULE

Events with 30 or more attendees (Large):

Rental fee:	\$500 plus 7.5% sales tax
Clean-up fee:	\$200
Damage Deposit:	\$150
Required Insurance:	One day policy covering date of rental in the amount of \$1 million per occurrence and in the aggregate, adding renter as an additional insured on CDK General Liability Insurance (and on Liquor Liability Insurance, if alcoholic beverages will be served). A Certificate of Insurance evidencing such coverage must be given to CDK Social Chairperson thirty (30) days prior to rental date.

Events with less than 30 attendees (Small):

Rental fee: None
Clean-up fee: None
Damage Deposit: \$150
Required Insurance: Same as "Large Event" if alcoholic beverages will be served.

Children's Birthday Parties

Rental fee: None
Clean-up fee: None
Damage Deposit: No damage deposit, but member is liable for any damage.
Required Insurance: None, however NO ALCOHOLIC BEVERAGES are allowed.

GENERAL RULES: *(THE CLUB AND ITS FACILITIES ARE FOR THE EXCLUSIVE USE OF ITS MEMBERS AND THEIR HOUSEGUESTS. SHOULD A COMPLAINT BE MADE AS TO THE STATUS OF A HOUSEGUEST, SUCH STATUS SHALL BE DETERMINED BY A MAJORITY OF THE BOARD. Adopted March 2008)*

- Treat the clubhouse as you would your own home.
- After use of the clubhouse, please replace any moved furniture, and remove trash from the building. Trash must be bagged before being put in trash bins.
- All balloons, strings, streamers, etc. must be removed at the conclusion of an event, including those caught in ceiling fans.
- Round tables are to remain inside at all times. Round tables may not be signed out for personal use. All other furniture is to remain inside except folding chairs and tables, which are permitted in pool area.
- All events held in the clubhouse or pool must be over by 10 p.m. unless approved by the Board.
- No loud music will be permitted, to insure good community relations.
- Alcoholic beverages may be used in accordance with local and state laws. Alcoholic beverages may not be offered for sale at any event.
- Keys or pass cards to all facilities are the property of Club Duck Key and must not be duplicated or given to non-members.
- Absolutely no Club equipment may be borrowed without signing out equipment on the bulletin board and checking with the House and Social Committees for conflicts.
- No pets will be allowed on the club grounds, except for guide/service animals.
- All committees must come before the Board for approval of functions and money to be spent for the functions.
- Turn off all propane, both at the grill and at the main tank.
- Turn off all lights and fans and lock all gates and doors at the close of an event.

- Do not use staples or nails when decorating.
- Smoking is not permitted in the Clubhouse.
- No fixtures, staging or curtains may be secured by nailing or screwing. Only portable types are acceptable.
- No building fixtures may be removed, altered or added.
- In no case shall a Rental Agreement be assigned without written consent of the Board.
- If any damage to property and/or contents of the Club facilities is determined, reparation will be assessed and deducted from the damage deposit. If assessed damage exceeds deposit, Renter will be billed for the balance. Confetti, rice, birdseed and the like are not to be used on the premises.
- Club Duck Key assumes no liability for Renter's or guests' loss incurred by fire, theft or injury.
- Misconduct or drunkenness will not be permitted. Such actions will be subject to disciplinary or police action.
- Set-up and decorating may be done the day of scheduled event. If additional time is needed, arrangements must be made with the Social Chair.
- Premises shall be returned to original condition.
- Club facilities must be used for their proper purposes; tennis courts are only for tennis and not for use as a children's playground.

CLUBHOUSE STORAGE POLICY: At no time, shall any group use the clubhouse for regular storage of material. The only storage permitted in the clubhouse will be for Club-owned equipment and material, unless approved by the Board.

CDK POOL RULES

The following rules have been established for the use of the Club Duck Key pool to allow for pleasant use of the pool facility by members and guests, to maximize the usefulness of the pool, to minimize liability, and to keep maintenance costs at a minimum level. The pool facility belongs to all the members and the care shown in using the facility will keep dues at affordable levels. With that in mind, when using the pool, please observe the following:

- Club Duck Key members and their guests, 18 years old and above, may use the pool between the hours of 7:30 a.m. and 10.00 p.m. Swimming is at your own risk.
- An adult Club member who is directly responsible for the well being of that child must accompany children under 18 years of age.
- Parents are responsible for their children and guests at all times. House guests of members will be permitted to use the facility for up to two weeks when accompanied by a member or by special permission from the Board.
- Proper swimming attire is required. No bobby pins, barrettes, hair bows, clips, combs or bands are allowed in the pool. Elastic bands are acceptable.
- No running, pushing, roughhousing or jumping backwards into the pool.
- Non-toilet-trained children must wear Swimming Diapers. County health codes will be strictly enforced, including closure of the pool for 24 hours when fecal material is present.
- No gum or tobacco chewing is allowed in the pool facility. To prevent cuts, no glass containers are allowed in the pool facility. Please use plastic containers or cans only.
- Please, no abusive language. **YOU WILL BE ASKED TO LEAVE.**
- Alcoholic beverages may be consumed with discretion and in accordance with local and state laws.
- Rafts, tubes, styrofoam or similar flotation devices will only be allowed during non Prime Time swimming, except life saving devices as required. Ball playing or throwing of objects will not be allowed.
- No pets are allowed in the pool facility.
- No bicycles, tricycles, skates, skateboards, etc. are allowed in the pool facility.
- Loss or damage of personal valuables is not the responsibility of Club Duck Key.
- No swimming with open wounds or infections.
- Club Duck Key does not assume responsibility for the safety and health of members and their guests while using the pool and related facilities.
- Member-sponsored pool parties **MUST** be scheduled through the Club Duck Key Social Committee. Post lights must be turned on if a pool party is held at night.
- Members are responsible for informing their guests of the Club Rules.
- Under no circumstances should anyone other than a designated member of the Pool Committee attempt to adjust the controls which regulate temperatures in the pool or spa.

CDK TENNIS RULES (Approved April 2008)

The following procedures and rules have been established by the Tennis Committee for the fair and courteous use of the club Duck Key tennis courts for club members and their guests. In addition, observing these procedures and rules will preserve the usefulness of the courts and keep maintenance costs at a minimum level. The equipment belongs to all the members, and the care shown in using the facility will keep dues at affordable levels. With that in mind, when using the tennis courts, please observe the following:

- Hours of usage are from 7 a.m. until sunset, unless approved for a stated function by the Tennis Committee.

- Mixed open round robin play will be daily from 8:30 to 10:30 a.m. and from 5:00 to 7:00 p.m. on Wednesdays and Sundays during daylight savings time and from 4:00 to 6:00 p.m. on those days during standard time.

- Courts can be reserved at the sign-up clipboard no more than one day in advance. If there is a court reservation and subsequent no-show, then the court can be taken by another club member.

- Members can reserve a court for one and 1/2 hours each day at times other than the previously designated "open" times.

- Children under 13 must be accompanied by an adult while playing tennis.

- Children not playing tennis are not allowed on the courts.

- No one other than actual players may be within the fenced in area.

- House guests of members will be permitted to use the tennis courts for up to a two week period of consecutive days when accompanied by a member or by special permission from the Tennis Committee. Non-house guests are limited to one visit or by special permission from the Tennis Committee. All guests must be accompanied by a member.

- Upon completion of play, players are responsible for sweeping the court, cleaning the lines and putting balls away in containers in a timely manner.

- Club members may not use the courts for profit purposes (lessons, tournaments, demonstrations, etc.) Exceptions to this rule can be made only by the Tennis Committee.

- Only flat sole tennis shoes may be worn on the court.

- No pets, bikes, furniture, strollers or baby equipment are allowed inside the fenced area.

- No food, glass containers, beverages, and cell phones may be taken inside the fenced area.

- No swinging or jumping on the nets or the fences.

- No smoking inside the court fences.

- Deposit all trash in proper containers.

- A member may be prohibited from using the tennis courts by the Tennis Committee for violation of the rules and regulations. Expulsion can also occur for any conduct that in the opinion of the Tennis Committee is detrimental to the welfare, good order and character of Club Duck Key. Members who are expelled must obtain permission from the Board of Directors in order to return.

- Club Duck Key does not assume responsibility for the safety and health of members using the tennis courts and related facilities.